

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: August 22, 2016
Time: 4:00 p.m.
Location: Central Library, Board Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Cheryl TenBrink Lisa Godfrey, Kerria Randolph, James VanderRoest, and Valerie Wright

Absent: None

CALL TO ORDER:

President Caple called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Social Justice Resolution

Executive Summary: A meeting on the topic of the Black Lives Matter movement, facilitated by ERACCE and attended by Kalamazoo Public Library staff and trustees, was held on Thursday, August 4th. Following the meeting, the Board of Trustees drafted a resolution recommitting the Kalamazoo Public Library to addressing equal justice under the law, racial justice and institutional racism, social-economic divisions in our community and human dignity for all.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE SOCIAL JUSTICE RESOLUTION.

Discussion: No discussion.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. TenBrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple – yes.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. Minutes of the Meeting of July 25, 2016

Discussion: J. VanderRoest stated that while he had to leave the July meeting while it was still in session, his departure was not indicated in the minutes.

B. Personnel Items

IV. FINANCIAL REPORTS

A. Financial Reports for the Month Ending July 31, 2016

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports for the month ending July 31, 2016.

Discussion: No discussion.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JULY 31, 2016.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Revisions to Organizational Chart

Recommendation: Director Rohrbaugh recommended the organization chart be revised to change the position of Assistant Director for Administrative Services to Head, Finance and Budget, and moved to the department head level and that Human Resources be moved from the Assistant Director for Administrative Services to the Library Director.

Executive Summary: Diane Schiller's upcoming retirement prompts us to reexamine our organizational structure and to recommend these changes.

Diane was appointed Assistant Director for Administrative Services, with finance and HR responsibilities, after many years of library experience. The expectation has long been that a new finance person would head a department, not serve as assistant director.

Moving HR to the Library Director will allow the search for the Head, Finance and Budget to focus on financial experience and expertise without the HR element.

While revising the chart to reflect these changes, it made sense to move to a horizontal chart and show the HR and MAC positions at their accurate level, that is, between department and agency level, both MTEAM members.

Upon board approval, the position of Head, Finance and Budget, will be advertised widely with the hope of having someone begin about November 1 and overlap with Diane for about two weeks. After that time, Diane will be available for consultation and advice.

These changes have been reviewed and are supported by the Personnel Committee.

MOTION: J. VANDERROEST MOVED AND C. TENBRINK SUPPORTED THE MOTION TO REVISE THE ORGANIZATION CHART, IN ORDER TO CHANGE THE POSITION OF ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES TO HEAD, FINANCE AND BUDGET, AND MOVE TO THE DEPARTMENT HEAD LEVEL AND THAT HUMAN RESOURCES BE MOVED FROM THE ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES TO THE LIBRARY DIRECTOR.

Discussion: J. VanderRoest asked whether Director Rohrbaugh felt as though she simply did not need an Assistant Director or if there was simply no one currently on staff capable of taking on that role. Director Rohrbaugh stated she did not believe one was required at this time.

MOTION CARRIED 7-0.

B. Expenditures from Local History Fund

Recommendation: Director Rohrbaugh recommended approval of an expenditure of \$10,750 from the Local History and Community Information Service Fund at the Kalamazoo Community Foundation for the purchase of BiblioBoards.

Executive Summary: BiblioBoards Platinum Community Engagement Package would provide for local history staff to build a digital creative hub for our community to share unique content with a distinctly local focus. The mobile and web friendly tool would allow local historians, genealogists, local authors, musicians, and anyone with an interest in preserving Kalamazoo's history to share images, film footage, audio files, or documents. It would help connect users of The Hub who wish to capture and share their digitized content with others, would encourage discovery of those resources through records in our catalog, and allow us to engage still further in preserving and celebrating all things local.

The balance of local history gift funds, between those held at the Kalamazoo Community Foundation and internally, is currently \$111,397.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE AN EXPENDITURE OF \$10,750 FROM THE LOCAL HISTORY AND COMMUNITY INFORMATION SERVICE FUND AT THE KALAMAZOO COMMUNITY FOUNDATION FOR THE PURCHASE OF BIBLIOBOARDS.

Discussion: L. Godfrey asked if KPL staff could use BiblioBoards to share files from the library's collections. Director Rohrbaugh stated that was possible. J. VanderRoest asked whether there were copyright issues that might come into play. Michael Cockrell, head of Adult Services, stated that staff would not let copyright issues become a problem. Kevin King, head of Branch and IT Services, said there will be a gatekeeping & review process associated with all submissions.

V. Wright asked whether this service is something patrons have specifically requested. Director Rohrbaugh said it was not, and the primary motivation for this initiative is to allow users of the Hub to share their creations. K. King stated it was a goal to make that possible, a product was identified that would assist it making it a reality, and staff decided to go for it.

President Caple asked whether there is an annual fee for continued use of the service. Director Rohrbaugh stated the annual cost of maintaining a subscription to BiblioBoards is approximately \$10,000.

J. VanderRoest asked how much of the current balance of local history gift funds is being held by the Kalamazoo Community Foundation. Diane Schiller, Assistant Director for Administrative Services, stated that approximately \$80,000 was currently being held by the Kalamazoo

Community Foundation. She stated the exact figure could be found in this month's financial statements.

MOTION CARRIED 7-0.

C. Fine Forgiveness Proposal

Recommendation: Director Rohrbaugh recommended approval of the following proposal for a library fine forgiveness week, October 23 - 29, as written and submitted by the Antiracism Transformation Team.

Executive Summary: The Antiracism Transformation Team (ARTT) proposes that the library should offer fine amnesty during the week of October 23rd through October 29th. Fine amnesty is an appropriate complement to the Embracing Forgiveness program scheduled for Tuesday, October 25th at the Powell branch, a program that features Andrew Collins and Jameel McGee. Collins, a former Benton Harbor police officer, falsified evidence in a case that sent McGee to prison for a crime he didn't commit. Collins' misconduct later came to light, and he served time in prison for his crimes. Both McGee and Collins say their time in prison was a defining moment in their lives that lead them to discover the power of forgiveness, and are now good friends and co-workers. The ARTT recognizes that forgiveness is an important aspect of antiracism work and would like the library to embrace that message by offering fine amnesty. We believe amnesty will take down financial barriers that may leave the doors of the library closed to some of our most disadvantaged community members.

The ARTT recommends that fine amnesty would include overdue charges only and not charges for lost or damaged materials. Amnesty would be advertised in such a manner that would promote the Embracing Forgiveness program and would consist of a press release, information on the fire signs at all branches, presence on social media, and a highlight on the homepage of the website. To receive fine forgiveness, patrons would have to come in person to the circulation desk at any one of our branches. Staff members at circulation desks would make patrons aware of the fine amnesty when assisting them. Attendance at the Embracing Forgiveness program would not be required.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE PROPOSAL FOR A LIBRARY FINE FORGIVENESS WEEK, OCTOBER 23 - 29, AS WRITTEN AND SUBMITTED BY THE ANTIRACISM TRANSFORMATION TEAM.

Discussion: L. Godfrey asked Director Rohrbaugh to clarify that despite the associated event being held at the Alma Powell Branch Library, the fine forgiveness week would be undertaken system-wide. Director Rohrbaugh stated that was the case.

C. TenBrink asked whether the event and the fine forgiveness initiative would be promoted widely. Director Rohrbaugh stated that it would be.

J. VanderRoest asked if was possible to institute "blanket", system-wide, fine forgiveness. Director Rohrbaugh said yes, but the goal of the initiative is to ensure patrons revisit the library in person during that week.

R. Brown asked if the fines would be cleared through Sirsi. Director Rohrbaugh said that the changes would be made to the patron account within Sirsi. R. Brown then asked for assurance that fines associated with lost materials would not be forgiven. Director Rohrbaugh said that only overdue charges would be forgiven.

C. TenBrink asked for the dollar amount, in fines, at which point borrowing privileges are restricted. Director Rohrbaugh stated that amount is \$10.00.

President Caple asked what the estimated cost to the library would be to institute this type of fine forgiveness. D. Schiller stated that the cost would be immaterial. President Caple then stated the last time he remembered fines being forgiven was many years ago, perhaps in the 1990s. L. Godfrey stated there are certain principles involved in such initiatives, since they regard the use of taxpayer funds. President Caple supposed that is the reason that such efforts require board approval, and that this effort is in keeping with the spirit of the forgiveness-themed event taking place at the Powell Branch.

C. TenBrink asked if the total fines forgiven could be shared after the fine forgiveness week has concluded. Director Rohrbaugh stated that Technical and Circulation Services staff would be generating a report.

MOTION CARRIED 7-0.

REPORTS:

D. ONEplace @ KPL Update: Thom Andrews

Report: Director Rohrbaugh introduced Thom Andrews, Director of ONEplace @ KPL. He began by distributing copies of the July 2015 – June 2016 ONEplace @ KPL Annual Report and stating that in June of 2016, the ONEplace concluded its three year plan to develop a focused leader development program.

He stated that in 2015, the ONEplace Nonprofit Leader Academy was revamped based on research of best practices from organizations across the country. In 2015, the academy met monthly from February – November, which allowed for additional opportunities for professional growth. This practice will continue in 2016.

Additionally, ONEplace has continued to develop Peer Learning Groups. Historically, such groups have consisted of round-table discussions based on specific topics, some of which worked better than others. To determine the best approach, ONEplace staff experimented with four different formats and meetings at different times of the year. Full day sessions were determined to be an improvement over previous models.

In the winter of 2015, ONEplace began a program based around the sharing of free online videos at a rate of two per month. It was determined that the in-person ‘webinar & discussion’ format moved a little too slowly, but being able to watch webinars and discuss them remotely resulted in better conversations. End of year surveys indicated that registrants wanted additional videos, so this year, they will be offered at a rate of three per month.

T. Andrews reported this year is the beginning a new three-year plan, and have decided to partner with resources at Western Michigan University to evaluate return on investment and community impact. A report will be generated after December of 2018.

T. Andrews also informed trustees that former ONEplace Associate, Lolita Moss, has left the organization to pursue studies at the University of Michigan, and Matt Lechel, Executive Director of Kalamazoo Collective Housing, will be taking over in that position. Lastly, he thanked Kalamazoo Public Library trustees and staff for their understanding while he took an extended period of leave last year. He stated it was a relief to know that ONEplace was in good hands while he was able to focus on himself.

Discussion: V. Wright expressed her appreciation for the constant refining of programs to continually improve their effectiveness.

J. VanderRoest asked T. Andrews how the ONEplace philosophy of Resolute-Humble Leadership compares to that of Servant Leadership. T. Andrews stated he was familiar with both, and that both offer different paths towards the same ends. Additionally, he stated that the tenants of Resolute-Humble Leadership are very similar to those offered by Jim Collins in his popular books and articles where he refers to 'Level 5 Leadership', which promotes strong support for the cause of collaborative and cooperative engagement in leadership philosophies.

Disposition: Trustees thanked T. Andrews for his report.

E. LocalHop – Farrell Howe

Report: Director Rohrbaugh introduced Farrell Howe, Marketing and Communications Manager. F. Howe began her report by distributing informational bookmarks from LocalHop and connecting to the app on her phone to the board room AV system.

She then explained that until recently, the Marketing and Communications department had been engaged in posting all KPL events to five or six separate Kalamazoo-based events calendars, a process which was immensely time-consuming and repetitive. Some months ago, K. King was approached by LocalHop, who explained how their app uses GPS tracking to supply news of events around towns, from myriad organizations, as people make their way through the city.

Since then, LocalHop has been actively recruiting Kalamazoo organizations to submit lists of their events in order to create the single most comprehensive events calendar app available. As an initial incentive, LocalHop membership was provided free of charge to KPL and other early adopters. Since that time, the list of community partners has grown steadily.

F. Howe explained that by following specific organizations on the app, such as KPL, users will be able to view upcoming events remotely, and if the notifications option is enabled by the user, they will be alerted to events in progress or beginning shortly as they come within close proximity to them. Additionally, she explained the app has the ability to add events to a calendar, recommend similar events, and allows the user to instantly report any problems they encounter.

In terms of submitting events to LocalHop, she reported that KPL will be able to send a single Microsoft Excel spreadsheet quarterly with all relevant info, which will then be added to the app by LocalHop staff.

Discussion: C. TenBrink asked if churches can join LocalHop. F. Howe stated they could; it is open to all community organizations.

President Caple asked if LocalHop was locally owned. K. King stated they are based out of Royal Oak, MI. F. Howe stated they have visited Kalamazoo numerous times in the last several months and have been very hands-on.

R. Brown asked for clarification regarding LocalHop's GPS notifications. F. Howe said that the notifications can be toggled so if a user does not wish to use them but wants to use other aspects of the app, that can be done easily.

President Caple explained he had downloaded the app during F. Howe's report and he is excited to see how it functions.

Disposition: Trustees thanked F. Howe for her report.

F. Legislative Update – Diane Schiller

Report: D. Schiller reported that since the state legislature was on recess, there had been no news to report concerning any of the issues she has been following.

Discussion: No discussion.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. Finance and Budget Committee – No meeting.

B. Personnel Committee – Met to consider the adopted changes to the KPL Organizational Chart.

C. Fund Development and Allocations Committee – No meeting.

D. Director's Building Advisory Committee – No meeting.

VII. OTHER BUSINESS

A. Director's Report

Report: Director Rohrbaugh drew trustees' attention to a single item regarding a number of upcoming events for in the fall, including the October 6th visit from Dr. Needlman, the October 13th gathering of the Friends of Michigan Libraries and Michigan Trustee Alliance, the Great Grown-Up Spelling Bee on November 9th, and the Youth Literature Seminar taking place November 18th. She thanked trustees who had expressed interest in attending these functions.

Discussion: V. Wright asked who the featured speaker at this year's Youth Literature Seminar would be. Director Rohrbaugh stated it would be Naomi Shihab Nye.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

George Magas of 742 Norton Dr. approached the table and expressed his support for current City of Kalamazoo plans to install free Wi-Fi in Bronson Park. He then explained that KPL should consider being a leader in organizing all downtown organizations to come together to provide free Wi-Fi for all downtown residents and visitors.

He explained while the library provides this service on their grounds, he is aware that occasionally, the library must act to ban specific patrons for varying lengths of time.

He also reported that some cities have already begun to explore this as a possibility.

IX. COMMENTS BY TRUSTEES

- L. Godfrey had no comments.
- V. Wright wished to acknowledge D. Schiller's upcoming retirement. She stated that D. Schiller has always been, in her opinion, more than an accountant, and has cared holistically for the library.
- C. TenBrink had no comments.
- K. Randolph had no comments.
- R. Brown stated he agreed with V. Wright regarding D. Schiller's retirement. He also thanked L. Godfrey for her work in drafting the Social Justice Resolution.
- J. VanderRoest also wished to express his appreciation for D. Schiller's contributions to KPL over the years. He stated as Board Treasurer for approximately twenty to twenty-five years, it has been a pleasure to work with her.
- President Caple wished to echo all the sentiments offered by the other trustees regarding D. Schiller's retirement and L. Godfrey's work on the Social Justice Resolution.

X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 4:52 P.M.

X _____
Kerria Randolph
Secretary

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